

**PROJECT STEERING GROUP
DEVELOPMENT OF A CAREER PATHWAY
FOR DISTRICT NURSING SERVICES**

Meeting Thursday 16 January 2020

Present

Gabby Tinsley, Belfast Trust, (Project Chair)	GT
Alison Baxendale, NIPEC Council	AB
Veronica Cleland, South Eastern HSC Trust	VC
Deborah Coleman, Queen's University Belfast	DCo
Gillian McAleer, Belfast HSC Trust	GMcA
Colleen McCabe, Southern HSC Trust	CMcCa
Cathy McCusker, NIPEC (Project Lead)	CMcCu

Teleconference

Deirdre Cunningham, Clinical Education Centre	DCu
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Apologies

Claire Cartin, Western HSC Trust
 Fiona Devlin, Royal College of Nursing
 Rose McHugh, Public Health Agency
 Maura McKenna, Regional Trade Union Forum
 Mary Frances McManus, DoH
 Ashley Ramsey, Northern HSC Trust
 Janice Reid, Ulster University
 Michael Riddell, Northern HSC Trust
 Marion Ritchie, Unison

ACTION NOTES

Agenda Item	Notes	Action by
1.0	<p>Welcome & introductions Gabby Tinsley welcomed everyone to the meeting. It was noted that Janice Reid from University of Ulster will replace Hilary Thompson on the Steering Group until her return. Janice has sent her apologies for today's meeting as she is teaching; Sonja McIlpatrick has also asked to be kept on the circulation list for this Group.</p>	CMcCu
2.0	<p>Apologies Apologies as noted above.</p>	

<p>3.0</p>	<p>Action notes from meeting held on 14 November 2019 Action notes agreed following amend to the date for the next meeting 16 January 2020 – not 2019.</p> <p>Matters arising Deirdre Cunningham confirmed that Motivational Interviewing is the modern title for the course and it will be delivered on all four CEC sites in February 2020. There are two Motivational Interviewing Courses in CEC, one day Introduction course and a two day course for information.</p>	<p>CMcCu</p>
<p>4.0</p>	<p>Neighbourhood District Nursing (NDN) – Update</p> <p>Rose McHugh was unable to make the meeting and had shared a six monthly evaluation report with Gabby to update members. Cathy to ask if copy of the report could be shared electronically with Steering Group members as not everyone is on the Neighbourhood District Nursing Project Group.</p> <p>Discussion and agreement on the need for Community Profiling to be included in SPQ programme and for those who have completed their SPQ and have not been taught this, that they could access a “short course programme” or “e-learning awareness”. The e-learning and short-course could be undertaken by Community Staff Nurses also. Cathy to contact Rose, Sonja and Heather regarding this being progressed.</p>	<p>CMcCu</p> <p>CMcCu</p>
<p>5.0</p>	<p>Feedback from Sub-Groups & Discussion</p> <p>The following amends were agreed:</p> <p>Domains in this order: clinical practice, education and learning, research & evidence based practice, leadership & management. This is the same flow for all other NIPEC developed competency frameworks.</p> <p>Community Staff Nurse – Core Competencies & Education Requirements</p> <p>Core Competencies</p> <ul style="list-style-type: none"> • Demonstrate holistic person-centred assessment skills to determine patient needs utilising a range of evidence-based tools <p>Education Requirements</p> <ul style="list-style-type: none"> • Include training for decision making regarding delegation to non-nurses/nursing assistants eg support workers. Veronica Cleland to liaise with HR in South Eastern HSC Trust to seek advice re this and for inclusion in this document. 	<p>CMcCu</p> <p>VC</p>

	<ul style="list-style-type: none"> Remove advance communication skills replace with Communication skills (Intermediate level) <p>District Nurse – Core Competencies & Education Requirements</p> <p>Core Competencies</p> <ul style="list-style-type: none"> Demonstrate holistic person-centred assessment skills to determine patient needs utilising a range of evidence-based tools Allocate, manage and monitor the District Nursing Team resources. Work collaboratively with others to: <ul style="list-style-type: none"> challenge current practice; identify gaps in service provision; develop business cases; and implement initiatives to enhance and/or redesign services. <p>Education Requirements</p> <ul style="list-style-type: none"> Essential Skills for Middle Managers including appraisal, performance management, team effectiveness, succession planning Clinical Information Systems, Data Management Governance and Compliance Post attainment of District Nurse Specialist Practice Qualification (SPQ) - make it clear that preceptorship is only for those who have just attained the NMC recordable SPQ and it is a maximum period of 6 months. <p>Cathy to make amendments to core competencies and education requirements for both roles and send out as a Final Draft to all members of the Steering Group and Sub-Group for wide circulation and final comment & feedback by Friday 28 February 2020.</p>	<p>CMcCu</p>
<p>6.0</p>	<p>Development of competencies & education requirements for role 3</p> <p>Cathy has sent a date of 22 January 2020 10am – 1pm to sub-group to commence work on the competencies for this role. Colleen McCabe, Janice Reid and Rose McHugh have confirmed availability. Liz McCormick unavailable, Veronica to see if someone else able to attend.</p>	<p>VC</p>
<p>7.0</p>	<p>Next steps</p> <ul style="list-style-type: none"> Seek feedback on Final Draft of competencies and education requirements for District Nurse and Community Staff Nurse roles Seek a HSC Trust Nursing Workforce Lead to sit on this Group on behalf of all the Trusts. Heather Finlay to be kept updated also 	<p>CMcCu</p> <p>CMcCu</p>

	<ul style="list-style-type: none">Competencies and education requirements for knowledge & skills for the three roles will be shared at one of the CNO business meetings.	CMcCu
8.0	Date & time of next meeting Next meeting planned for Thursday 19 March 2020 @ 1pm in the Meeting Room, Second Floor, NIPEC.	